

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY14-026-AGR-AIR  
Dual announcement (Yes)

10 July 2014

POSITION: Vehicle Operations Craftman, DAFSC 2T171,  
POSNR 0960121, 154<sup>th</sup> Logistics Readiness Squadron (LRS),  
Hawaii Air National Guard, Hawaii.  
(To establish a List of Eligible)

TYPE OF  
APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Five (5) year  
tour length (**See NOTES TO APPLICANTS**)

LOCATION: 154 LRS, Joint Base Pearl Harbor Hickam, Hawaii

CLOSING DATE: 9 August 2014

RECRUITMENT AREA: Present enlisted members, E5 (promotion eligible to E6 by the  
close date) - E7 of the U.S. Armed Forces, nationwide

SUMMARY OF DUTIES: AFSC 2T171- Operates, cleans, services and performs preventative maintenance on government motor vehicles. Prepares, reviews, and maintains vehicle operator forms, records, and reports. Conducts pre- and post-operation vehicle inspections and documents results. Conducts dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements. Manages school bus transportation. Develops taxi zones or stands. Maintains records and logs. Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons. Serves as unit control center and initiates quick reaction checklists, operations plans, and personnel recalls. Coordinates and schedules documented cargo movement. Uses automated and non-automated tracking processes for cargo accountability and maintains applicable forms. Reviews records and logs to ensure proper turn in of accountable documents. Provides transportation services for distinguished visitors and special events. Plans and coordinates special arrangements with protocol functions. Displays appropriate customs and courtesies. Administers installation driver qualification and licensing program. Serves as liaison with state, local and host nation authority on licensing matters; ensures compliance by base agencies. Initiates vehicle trainer background checks. Coordinates and maintains vehicle plans and instruction. Documents and tracks reported cases of vehicle misuse. Reviews contingency, mobility, and natural disaster plans to determine support requirements. Establishes sub motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations. Operates vehicles while in mission oriented protective postures. Reviews mission capability statement to determine training and equipment requirements for deployments. Conducts night operations to include operating vehicles in blackout conditions

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with night vision goggles and global positioning systems. Determines and implements personal and collective security measures for convoy and in-garrison operations. Develops and implements tactics, techniques and procedures commensurate with combat operational requirements. Identifies and establishes required bare-base vehicle operations activities. Conducts operations under communications blackout conditions. Supports personal details. Manages work centers. Establishes work methods and performance standards. Develops operating and administrative procedures. Develops cost center resource requirement estimates. Compiles operating costs and maintain expense records. Prepares and defends budget. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower personnel. Evaluates services provided by vehicle operations. Negotiates support agreements. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Monitors and coordinates on military construction projects. Establishes a local permissible operating distance. Makes official use of government vehicle determinations. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Performs as quality assurance evaluator and functional area chief. Develops and monitors contract transportation services. Coordinates with base contracting.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD or AFOCD), 31 October 2013 located at: <https://gum-crm.csd.disa.mil/ci/fattach/get/2445950/1363804464/redirect/1/filename/AFECD-Apr%2013-Part%20I-as%20of%2012%20Mar%2013.pdf>

Details of the duties and responsibilities associated with the comparable excepted service, dual-status military technician rating for this duty position, are described in the statement of difference 4118-1, Traffic Management Specialist, GS-2130-11 on file at the Human Resource Office.

AGR APPLICATION PROCEDURES: The following must be submitted:

1. NGB Form 34-1, *Application for Active Guard/Reserve (AGR) Position, November 2013*; OR a signed resume; OR any other written format with signature. Signature on the application must be an "original" signature. Digital signatures are acceptable in lieu of original signature.
2. Documents of last performance appraisal. If the performance appraisals are not available, documents of past civilian performance, letter of recommendations, and/or military performance may be submitted. These documents will be evaluated as part of the selection process. Non-HIANG applicants: submit the last current, service component of assignment performance appraisal document
3. Copy of a current (within the past year) ANG Fitness Assessment Results. If not available, explanation must be provided, i.e., documentation, medical deferral, etc. Non-

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HIANG applicants: submit last current physical fitness test results from their current service component of assignment.

4. A printed copy of your Records Review which can be obtained from the vMPF ([AF Portal: Login Page](#)).

5. Provide Point Credit Summary (PCARs) **from MilPDS**, in order for HIHRO-A to validate total active federal military service (TAFMS). Non-HIANG applicants: submit source documents that provide total active federal service years, accumulated towards a regular retirement.

6. See paragraph 3.a. under BASIC ELIGIBILITY REQUIREMENTS. The applicant must obtain TAG approved waiver, as required, and submit waiver document with application forms.

ADDITIONAL QUALIFICATIONS REQUIRED: Possession of AFSC 2T171 is desirable. If not, applicant must meet entry, award, and retention requirements in accordance with (IAW) the applicable AFECD/AFOCD. Applicants belonging to the HIANG must contact the HING Retention Office Manager to initiate a career change worksheet. Non-HIANG applicants must contact their supporting Recruiting Office Manager (ROM) to initiate a career change worksheet. **Completed worksheet must be submitted with the application packet.**

***Failure to provide supporting documents will result in a non-eligible/non-qualified determination which will cause you to lose consideration for this position.***

Each applicant is responsible for ensuring that the application and all other forms and supporting documents are submitted by the closing date to: TAG Hawaii (HIHRO), 3949 Diamond Head Road, Honolulu, HI 96816-4495. **Application, other forms and supporting documents must be submitted as paper documents. Applications, other**

**forms and supporting documents sent via email will not be accepted and applicant will not be considered as potential list of eligible. The HIHRO office is not responsible for printing digital files of application(s), other forms and any supporting documents that is sent to the HIHRO office.** Errors; omissions of information; applications completed in pencil or unsigned; and those that are late due to the mail system will not be considered.

Applications postmarked (by the U.S. Postal Service) on or before the closing date of the JVA will be accepted. Federal law prohibits the use of government envelopes, postage, or facsimile (FAX) to submit an application. Applications received in such manner will not be accepted and will be returned.

### NOTES TO APPLICANTS:

1. Unless specifically stated on this Job Vacancy Announcement, no waivers will be authorized.

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2. On-board HIANG AGR members must be in their current position for a minimum of 24 months to be eligible for reassignment to a new position. The Adjutant General (HITAG) may approve waivers in exceptional circumstances.
3. Applicants may be screened and evaluated on military attributes directly related to the compatible military position required to be assigned into, such as, but not limited to, military bearing, leadership, or ability to work with others (teamwork) in a military environment.
4. Final selection will be based upon qualifications, suitability, and available manpower resources.
5. The purpose of this announcement is to establish a list of eligibles. Eligibles on this list will be given automatic consideration for identical position vacancies occurring during the six-month period following the close of this announcement.
6. The incumbent of this position must be equal or higher in military grade to those he/she will have the responsibility to guide and direct. Applicants must be eligible for promotion as of the JVA closing date.
7. Per ANG1 36-101, 7.1.1: Promotion opportunity is limited to the authorized grade on the incumbent's current AGR position as reflected on the UMD.

As an example: The authorized grade of POSNR 0960121 as depicted on the current UMD, is MSgt. If a TSgt is selected/hired, the TSgt can be promoted to MSgt without any further competition, provided they meet all promotion eligibility criteria IAW HIANGI 36-2502 and remain assigned as the sole incumbent to the duty position originally hired into. Promotion rank of opportunity will change accordingly, if the authorized grade, as depicted on the UMD changes.

8. Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. . However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain to include the statement found in ANG1 36-101, paragraph 5.2.1.1.
9. Per ANGI 36-101, paragraph 5.2.1. (Retraining). Enlisted Airmen currently serving in AGR status may be selected for a vacant UMD AGR position without the awarded duty AFSC and are subject to the following restrictions: (5.2.1.1.) If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096 *Classification/On-The-Job Training Action*: — "I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 must be accomplished before the orders are published.
10. Per ANG1 36-101, paragraph 5.2.1.2. If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails

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to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

11. This position is also being announced for fill in an Excepted Service (enlisted) status. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, click on the <http://www.usajobs.gov/GetJob/ViewDetails/374552300>.

a. FTSPR 335-1-1, chapter 3.a.(7) provides guidance that “single” status announcements (AGR, Reserve or technician only) requires justification. Justification was not provided for single status announcement, therefore dual announcement (both AGR and dual status military technician JVA postings) are being broadcast to establish list of eligibles for this duty position.

b. ANG1 36-101, chapter 4.1.6 states that “AGR personnel and military technicians may be considered concurrently for the same full-time position vacancy.” This duty position is considering both AGR personnel and military technicians to establish list of eligibles, per above stated Air National Guard Instruction publication.

12. Deployed personnel, outside of Hawaii and CONUS, may be allowed an exception to submit application, other forms and supporting documents via email. Applicant must provide the HIHRO office the applicant’s deployment order; HIHRO will provide confirmation of allowing email application to be submitted, at time of deployment order verification.

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HAWAII AIR NATIONAL GUARD  
ACTIVE GUARD/RESERVE (AGR) PROGRAM

1. GOVERNING DIRECTIVE: ANGI 36-101, 3 June 2010.

2. GENERAL POLICIES:

a. Conditions of Employment:

(1) Must maintain appropriate military membership in a Hawaii Air National Guard (HIANG) military unit by which employed.

(2) Must be assigned to the Duty Air Force Specialty Code (DAFSC) compatible with the full-time requirement as reflected on the unit manning document (UMD) on date of employment.

(3) Duties of AGR personnel will be governed by the functions inherent to the AGR positions they occupy on the UMD and the DAFSC (ANGI 36-101, 3 June 2010, paragraph 7.6.1).

(4) Will perform a minimum of forty hours of duty per week. Regular or alternate work schedules, as approved by TAG, should not deviate from those approved for military technicians. Will participate with unit of assignment during unit training assemblies or equivalent periods of duty. Will also be available to participate in annual training periods, deployments, and exercises, when required.

(5) All AGR personnel are subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate. When in Federal status under Title 10, the Uniform Code of Military Justice (UCMJ) applies.

b. Military/Technician Grade Comparability: The MCR AGR Grade Comparability Table, ANGI 36-101, 3 June 2010, table 13.1, will be used to determine the highest possible AGR grade that is allowed and is applicable to a full-time position requirement on the UMD. Accordingly, individuals may not enter on AGR duty above the maximum military grade authorized for the full-time position.

c. AGR Controlled Grade Ceilings: The controlled grade ceilings provided by NGB/A1 are the maximum available for use by the state. All restorations, promotions and new hires must be accommodated within these controlled grade ceilings.

d. Promotion: Promotion of officers and enlisted military duty personnel will be in accordance with existing ANG promotion policies. Further, such promotions must be within the established AGR end strength, grade ceilings, and not be above the maximum grade authorized for the full-time position.

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e. Restoration Rights: Military technicians who separate from technician employment to enter into the AGR program have restoration rights. Permanent on-board AGR members who enter an ANG Title 10 Statutory Tour, assigned to the NGB UMD, have restoration

rights, not to exceed five years. Permanent on-board AGR members selected for recruiting and retention duty have restoration rights not to exceed five years.

f. Entitlements: AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service. However, for the purpose of Title 38 U.S.C., Veterans' Benefits, service in AGR status under Title 32 U.S.C. 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. AGR Airmen should contact their State VA office to determine their VA entitlements/ benefits.

g. Voluntary Reassignment: Per chapter 6.7., Voluntary Reassignment, ANGI 36-101, reassignment to an AGR position requires the new position to have a grade no lower than the individual's current military grade, unless the enlisted Airman agrees in writing to a reduction in grade IAW ANGI 36-2503, Administrative Demotion of Airmen.

### 3. BASIC ELIGIBILITY REQUIREMENTS:

a. Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers;

age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.

b. Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.

c. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.

d. Pregnant females are eligible to apply for full-time military duty (AGR) tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering on the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired and the State Air Surgeon medically clears them.

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e. Must have sufficient retainability to complete the AGR tour of duty. The tour cannot extend beyond an enlisted member's expiration term of service (ETS) date. Officers will not be retained in AGR status beyond the officer's mandatory separation date (MSD).

f. Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.

g. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

4. EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regard to race, religion, sex, color, national origin, political affiliation, marital status, non-disqualifying age or disability.

5. RETRAINING: [APPLICABLE ONLY IF STATED IN THE JOB VACANCY ANNOUNCEMENT.]

Enlisted airmen currently serving in permanent full-time AGR status may be selected for a vacant UMD AGR position without the awarded duty AFSC and are subject to the following restrictions:

a. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, the individual may be assigned to the new position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. Failure to successfully complete the required formal training or failure to attend the first available course without permission from the commander or supervisor due to exceptional circumstances will result in the termination of the AGR tour.

b. The individual must continue to progress in training IAW AFI 36-2201, Vol 2, and AFI 36-2101 to a skill level compatible with their UMD assignment. Airmen who do not progress to the next skill level will be removed from AGR status.

c. Airmen approved for retraining may incur an ANG service commitment IAW ANGI 36-2101 upon completion of training.

d. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the full-time position.

(NGHI-HRO)  
DISTRIBUTION "A"